






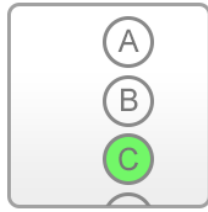
# SDAP Help Sheet for Creating Items

<https://sdap.emetric.net/Portal/> (works best in Google Chrome, Firefox, and Internet Explorer 9)





- 1) Click on  TestBuilder
- 2) Click on  Items
- 3) Choose the correct Group from the dropdown menu
- 4) Click on 
- 5) Choose question type: Multiple Choice, Open Ended, or Technology Enhanced (TEI)

\* The  button is available in most text boxes to insert math text\*

\* Click on  to upload an image/equation from your computer\*





**Multiple Choice Item  
(Selected Response)**

- 6) Name the item to the right
- 7) Insert a stem (test question)
- 8) Insert answers into text boxes. Click  to add additional answer choices
- 9) Click on  This response is not a correct answer. to select the correct answer.
- 10) Add an optional Stimulus (a graphic or text to go along with question)
- 11) Click on  - All items MUST be aligned to a standard (Choose a South Dakota standard or a Common Core standard or both)
- 12) Check any tools you want available for the students to use on the question
- 13) Click 

\*\*These items ARE computer-scored









**Open Ended  
(Constructed Response)**



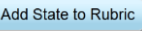




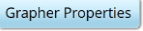





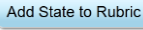
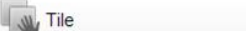

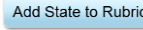
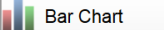




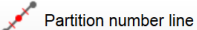
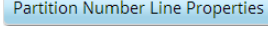


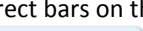
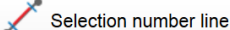



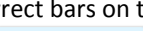
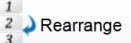



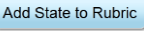

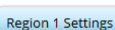
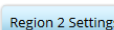



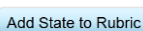
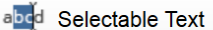


- 6) Name the item to the right
- 7) Insert a stem (test question)
- 8) The Scoring Guideline is the rubric which only teachers can see. Adjust the point value above
- 9) Add an optional Stimulus (a graphic or text to go along with question)
- 10) Click on  - All items MUST be aligned to a standard (Choose a South Dakota standard or a Common Core standard or both)
- 11) Check any tools you want available for the students to use on the question
- 12) Click 

\*\* These items are NOT computer-scored



**TEI  
(Technology Enhanced Item)**

- 6) Name item in upper left corner (Replace "New TEI Item")
- 7) Use the blank white canvas to create the item (detailed instruction on back)
  - Use  to create a text box on the canvas to add any text, images, or equations
  - The  button is used to delete an item from the canvas
  - The  button is used to duplicate an item on the canvas
- 8) Once item is done, click  to test usability and correct scoring
- 9) Click on  - All items MUST be aligned to a standard (Choose a South Dakota standard or a Common Core standard or both)
- 10) Click 

 <p><i>This will create a Drop Down Box students can choose answers from</i></p> <ol style="list-style-type: none"> <li>1) Place a Selection box on canvas</li> <li>2) To enter Drop-Down items, place curly brackets { } around the options. Separate options using a forward slash / ex: {A/B/C}</li> <li>3) Click  at the top.</li> <li>4) Select correct answer for item, then click </li> </ol>	 <p><i>This will create text or image boxes students can select (can use more than one answer)</i></p> <ol style="list-style-type: none"> <li>1) Place a HotSpot box on canvas</li> <li>2) Edit box(es) with text or image(s)</li> <li>3) Click  at the top.</li> <li>4) Select correct answer(s) for item, then click </li> </ol>	 <p><i>This will create a graph on which students can plot lines and shade regions</i></p> <ol style="list-style-type: none"> <li>1) Place a Graph box on canvas</li> <li>2) Use the  to adjust x&amp;y axis lengths and select tools</li> <li>3) Click  at the top.</li> <li>4) Create correct line/shape on the graph, then click </li> </ol>
 <p><i>This will create a Goal Box, used to receive <b>Draggable</b> and <b>Tile</b> items</i></p> <ol style="list-style-type: none"> <li>1) Place a Goal Box on canvas (this is where students will drag items)</li> <li>2) You may edit the <b>Contain Limit</b>: option to allow a certain amount of items in the box</li> <li>3) Check the <b>Allow Duplicates</b> (allows multiple tiles) and <b>Tight Packing</b> (stacks boxes more efficiently)</li> <li>4) Continue on to the <b>Draggable</b> or <b>Tile</b> instructions</li> </ol>	 <p><i>This will create an image or text students can drag into the Goal Box <b>one</b> time</i></p> <ol style="list-style-type: none"> <li>5) Place Drag Box(es) on canvas</li> <li>6) Edit box(es) with text or image(s)</li> <li>7) Click  at the top.</li> <li>8) Select correct answer(s) by placing item(s) in the Goal Box, then click </li> </ol>	 <p><i>This will create an image or text students can drag into the Goal Box <b>multiple</b> times</i></p> <ol style="list-style-type: none"> <li>5) Place Drag Box(es) on canvas</li> <li>6) Edit box(es) with text or image(s)</li> <li>7) Click  at the top.</li> <li>8) Select correct answer(s) by placing item(s) in the Goal Box, then click </li> </ol>
 <p><i>This will create a bar graph where students can chart data</i></p> <ol style="list-style-type: none"> <li>1) Place Graph box on canvas</li> <li>2) Use the  to adjust axis and interval settings</li> <li>3) Use the  to edit labels and colors</li> <li>4) Click  at the top.</li> <li>5) Create correct bars on the graph, then click </li> </ol>	 <p><i>Student identifies points on a number line</i></p> <ol style="list-style-type: none"> <li>1) Place number line on canvas</li> <li>2) Use the  to adjust the number line properties</li> <li>3) Students will use  to adjust the number of points, and select points, on the number line</li> <li>4) Click  at the top.</li> <li>5) Create correct bars on the graph, then click </li> </ol>	 <p><i>Student identifies points or regions between points on a number line</i></p> <ol style="list-style-type: none"> <li>1) Place number line on canvas</li> <li>2) Use the  to adjust the number line properties</li> <li>3) Students will use  to create the graph (Ex: for inequalities)</li> <li>4) Click  at the top.</li> <li>5) Create correct bars on the graph, then click </li> </ol>
 <p><i>This will create multiple objects for the student to arrange in order</i></p> <ol style="list-style-type: none"> <li>1) Place Rearrange box on canvas</li> <li>2) Click  to add boxes</li> <li>3) Edit boxes with text or image</li> <li>4) Use the  to delete box</li> <li>5) Click  at the top.</li> <li>6) Arrange boxes in correct order, then click </li> </ol>	 <p><i>This will create objects for the students to link together</i></p> <ol style="list-style-type: none"> <li>1) Place Connections box on canvas</li> <li>2) Click the  </li> <li>3) Click  to add boxes</li> <li>4) Edit boxes with text or image</li> <li>5) Use the  to delete box</li> <li>6) Click  at the top.</li> <li>7) Connect boxes in correctly, then click </li> </ol>	 <p><i>This will create text students can select to highlight</i></p> <ol style="list-style-type: none"> <li>1) Place Text box on canvas</li> <li>2) To enter selectable items, place curly brackets { } around text. Separate selectable options using a forward slash / ex: {A/B/C}</li> <li>3) Click  at the top.</li> <li>4) Select correct answer(s) for item, then click </li> </ol>